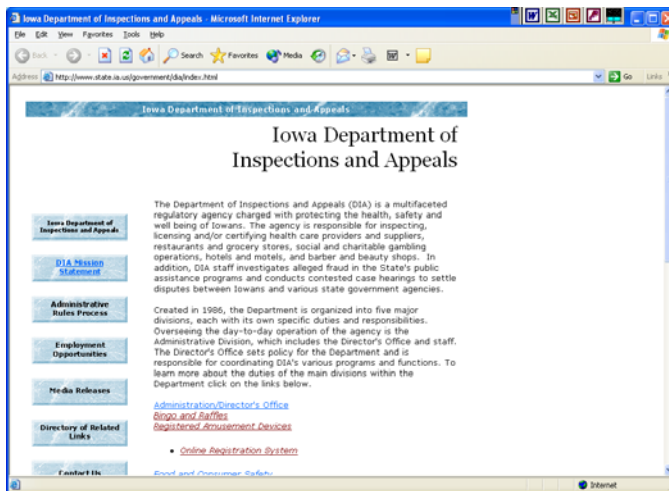
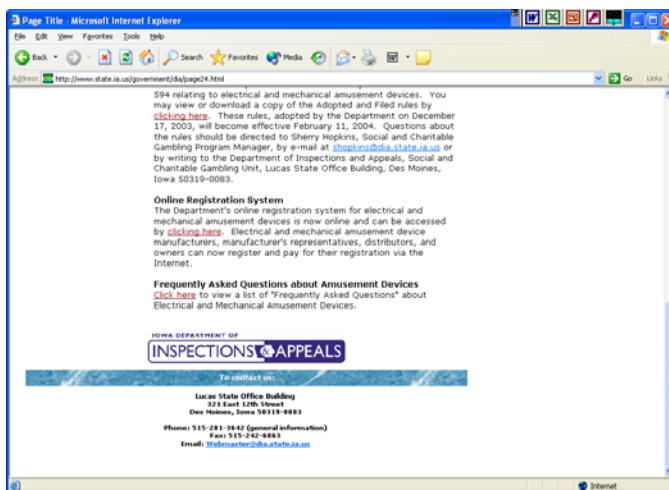


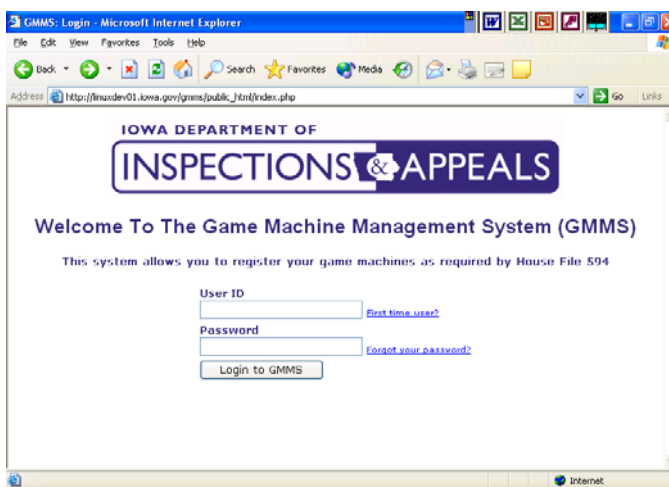
Registering Amusement Devices on the Gaming Machine Management System (GMMS) *Step-By-Step Instructions*



Go to the www.state.ia.us/government/dia. Click on Registered Amusement Devices to view information on Registered Amusement Devices or click on Online Registration System to go directly to the registration system.



From the information screens you can access the online registration system by clicking on the link under Online Registration System.

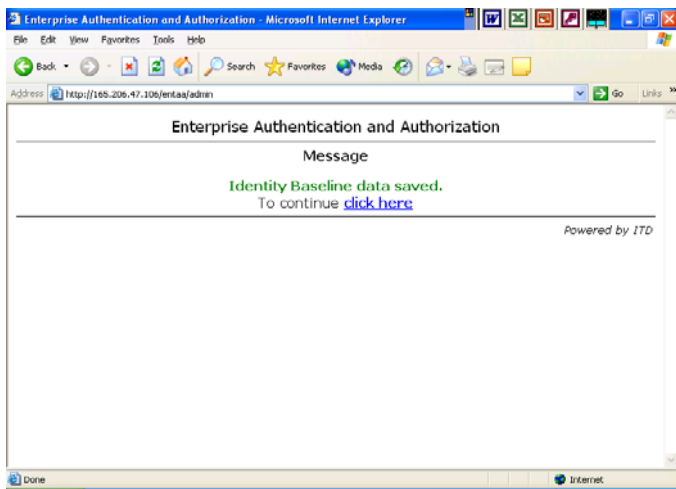


This is the first page you will see at the online registration system website. Click on First time user on your initial visit to the website. Subsequent visits will require your User ID and password.

Fill in all fields and be sure to check the box, which applies to your role in the game machine industry. Click on Register with GMMS. If you miss a role or choose an incorrect role, you will need to call (515) 242-5264 to have the role corrected.

Type in the User ID and Password you chose on the previous screen. You will see this screen only on your initial visit.

This screen will only come up on your initial visit. Remember the answers to these questions as these are the questions you will answer if you forget your password.



You will only see this screen on your initial visit. Initial log in screen will appear after you click on the line shown.



Log in with the user ID and password you just created. Note: If you forget your password you can click on “Forgot your password?” and answer your baseline questions. If you try to log on and fail 3 times you will be locked out of the system and will need to call (515) 242-5264 for assistance.



Choose from the menu on the left for your next transaction. This is the account profile screen.

You must register your organization before registering any machines or locations. Click on the organization button to the left below the type of organization you are registering.

After entering your information click on the Save Organization Info button. You will receive an error message asking for more information if this page is incomplete. If you are registering as a Manufacturer or Manufacturers' Representative click the fees button. After registering as a Distributor, Owner or Qualified Organization the location button to the left will become highlighted. This is the next button you will select after completing this screen.

After this screen is completed you may begin adding the machines owned or leased at this location by clicking on machines (which is now highlighted) on the left or by clicking on Add machine to this location at the bottom of the screen.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS

Please enter the following information about this machine. All fields are required unless otherwise noted.

Location ID #

Machine ID #

Machine Name

Mother Board Serial #

You may delete an amusement device from your account information when it is sold to another registered distributor or owner, or when the device is permanently taken out of operation. Do not use the delete function if you simply want to change the location of a device. If an amusement device is accidentally deleted from your account and you then try to change its specified location, you will be charged an additional \$25 registration tag fee.

Once deleted, all information on the system about the device will be removed and cannot be recovered. If you are sure you want to delete the selected device, [click here](#).

Account Profile
Summary
Manufacturer
Organization
Manufacturer's Rep.
Distributor
Organization
Locations
Machines
Owner
Qualified Organization
Fees
Change Password
Logout

After clicking on Save Machine Info a machine ID# will appear for that machine. If you have more machines for this location click on add machine to this location.

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Machine was saved successfully

Please enter the following information about this machine. All fields are required unless otherwise noted.

Location ID #

Machine ID #

Machine Name

Mother Board Serial #

You may delete an amusement device from your account information when it is sold to another registered distributor or owner, or when the device is permanently taken out of operation. Do not use the delete function if you simply want to change the location of a device. If an amusement device is accidentally deleted from your account and you then try to change its specified location, you will be charged an additional \$25 registration tag fee.

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After clicking on Save Machine Info a machine ID# will appear for that machine. If you have more machines for this location click on add machine to this location.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS

Please enter the following information about this location. All fields are required unless otherwise noted.

Location ID #

Address Line 1

Address Line 2 (optional)

City State Zip

Contact First Name

Contact Last Name

Location Phone

Is this a location where unlicensed machines are stored? ☐ Yes ☐ No

Registered machines at John's Distributing : [Add machine to this location](#)

0661807A9C480B4	white bells	Registration Due 09/19/2003	Change Information
000826F+88112728	whirlin dice	Registration Due 09/19/2003	Change Information
2164330+2402926	white bells	Registration Due 09/19/2003	Change Information
317CA7996012A800	fruits and whistles	Registration Due 09/19/2003	Change Information
3806A5C456613CC	bells and whistles	Registration Due 09/19/2003	Change Information
6F931E3A1A12E489	bells and whistles	Registration Due 09/19/2003	Change Information

Organization
Distributor
Organization
Locations
Machines
Owner
Qualified Organization
Fees
Change Password
Logout

After you have entered your machines you can return to the location screen to see a listing of the machines you have entered at that location. If you are a distributor with machines leased to a for-profit business or an owner of a for-profit business the system will only allow you to register two machines at that location. If you are a not-for-profit organization the system will allow you to enter 4 machines only if you provide your social gambling license number. After you have entered all machines and all locations click on the fees button at the left.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS
Payment Summary For Jdoe

Check the roles and machines for which you want to make payment today. Any roles that are due within 60 days and machines that are due within 60 days can be registered. If any are past due, you must pay for them.

Manufacturer	Annual Fee Due: 09/18/2003	Pay
Manufacturer's Rep.	Annual Fee Due: 09/18/2003	<input checked="" type="checkbox"/>
Distributor	Annual Fee Due: 09/18/2003	<input checked="" type="checkbox"/>
John's Distributing (#1040)		
white bells	#06618074904808C4 Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
whistlin duie	#00D826FC8B113776 Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
white bells	#F76A38CB4820F86 Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
fruits and whistles	#317CA79968124880 Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
bells and whistles	#3B086ASC456613CC Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
bells and whistles	#6F931E3AA1F2E469 Annual Fee Due: 09/19/2003	<input checked="" type="checkbox"/>
Owner	No Annual Fee	<input checked="" type="checkbox"/>
Qualified Organization	No Annual Fee	<input checked="" type="checkbox"/>

Continue

✓ = Required
X = Cannot be paid

The payment summary screen will appear next. You will notice a check mark to the right of each category or machine for which you must pay. If a machine is not yet due for payment there will be no check mark, but you will have the ability to check it yourself if you wish to pay fees for anything that is due within 60 days. An X will appear next to any category or machine for which payment is not yet due. Click on continue.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS
Please review your statement below and enter your payment information at the bottom of the page.

Item	Quantity	Fee
Distributor:		
Gaming Machine Fee	6	\$150
Annual Registration Fee	1	\$2500
Manufacturer:		
Annual Registration Fee	1	\$2500
Manufacturer Rep:		
Annual Registration Fee	1	\$2500
Your total fee is \$7650		

Go Back

These fees are determined by the machines you selected for payment on the previous page. If you would like to change your selections click the button below.

The fee for machines is \$25, the annual fee for manufacturers, their representatives and distributors is \$2500.

Please enter the name and address that your credit card has on file. If the address you enter does not match the credit card transaction may fail.

Credit Card Type: First Name: Last Name:
 Credit Card Number:
 Expiration Date: /
 Address Line 1:
 Address Line 2 (optional):
 City: State: Zip:

(By clicking below you agree to charge the above credit card for the amount of \$7650.)

Pay Fees

Enter your credit card information on this page and click on pay fees.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS
Payment Receipt Page For Jdoe

Payment Made 13:51 19th September 2003
 Type: MasterCard Number: *****1111
 Exp: 04/06
 John Doe
 2020 Main Street
 Anytown, IA 50000
Your Credit Card has been charged \$7650

3 Role(s) Recorded / 6 Machine(s) Recorded

Thanks For Your Payment.

You should receive your license(s) in the mail within 2 weeks.

Phone: (515-242-5264) or Email: gms@da.state.ia.us with any questions or concerns.

Print This Screen

You may print this screen for your records.

You may click Logoff at any time during the process or when you are finished. If you log off without finishing your transaction the system will remember the information you previously entered and you may continue from where you left off when you log in again.

For questions regarding the registration system or help using the registration system, contact:

Terri Duden

Department of Inspections and Appeals

Social and Charitable Gambling – Amusement Devices

Lucas State Office Building, Third Floor

321 E 12th Street

Des Moines, IA 50319-0083

Phone (515) 242-5264

Fax (515) 281-3291

E-mail tduden@dia.state.ia.us